

## CHECKLIST

Please read this page carefully before completing your single state registration form.

- ✓ Make copies of your application before you fill it out. The RS-2 will be used for the initial order and supplemental orders throughout the calendar year,
- ✓ The RS-1 is printed two sided. Be sure to fill out both pages and sign the application before mailing it in.
- ✓ Make a copy of the completed application for your records. A copy of the RS-1 and RS-2 will be needed for your insurance provider.
- ✓ There will be no refunds. Be sure to verify calculations before returning the application to this office.
- ✓ Applications not completed before the end of the current calendar year will be denied and all monies will be forfeited. No monies carry over to a new year.
- ✓ You are required to keep your original RS-3 (Single State Registration Receipt) in your files for three (3) years for audit purposes.
- ✓ Supplemental receipts are required as you add vehicles to your fleet. You must provide a copy of all supplemental applications to your insurance provider.
- ✓ Be sure to sign your application and attach a check. Your application cannot be processed without these two (2) items.
- ✓ Please write your FEIN/SSN on your check